GENERAL OFFICE SAFETY

CONTENTS PAGE

1. GENERAL 1
2. FLOORS, DOORS, AND PASSAGEWAYS . . 1
3. STAIRWAYS 1
4. WASHROOMS 1
5. CHAIRS 2
6. DESKS, TABLES, CHAIRS, AND CABINETS . 2
7. ELECTRICAL CORDS AND OUTLETS . . . 2
8. OFFICE MACHINES AND EQUIPMENT . . 2
9. FILING AND STORAGE 3
10. MISCELLANEOUS PRECAUTIONS 3
11. ELEVATORS 4

1. GENERAL

1.01 This practice prescribes safety precautions to be observed by office forces.

1.02 Whenever this section is reissued, the reason(s) for reissue will be given in this paragraph.

2. FLOORS, DOORS, AND PASSAGEWAYS

2.01 Walk, do not run or slide when crossing floors.

2.02 When floors are being refinished or washed, observe caution signs and proceed with care.

2.03 If water or other foreign substances are found on the floor, remove them or report them at once.

2.04 Pick up small objects, such as, rubber bands, paper clips, pencils, etc. These objects are hazardous when on the floor.

2.05 When approaching a hall or passageway hidden by a corner, keep to the right and go slowly in order to avoid bumping into someone who may be coming around the corner.

2.06 Chairs, stepstools, wastebaskets, or other articles should not be left in aisles.

2.07 Telephones, adding machines, etc, shall be placed so that the cord will not obstruct aisles or passageways.

2.08 Approach doors with caution and open them slowly.

2.09 Stand or walk clear of doorways. Someone coming through from the other side may not know you are there. Where double doors are involved, use the door to the right.

3. STAIRWAYS

3.01 Pause before starting down stairs to look for hazards.

3.02 Do not run when going up or down stairs. Proceed deliberately and cautiously.

3.03 Keep to the right and use the handrail.

3.04 Do not release the handrail until you have completely ascended or descended the stairs.

3.05 Keep your eyes on the steps ahead and refrain from doing anything which distracts attention, such as reading, examining handbags, etc.

3.06 Handrails, lighting, and stair treads found defective are to be reported for correction.

3.07 Do not congregate on landings.

3.08 Keep stairways free of debris. Refer to Section 770-320-100.

4. WASHROOMS

4.01 Waste towel containers shall not be used for disposing of glass, cans, partly consumed ciga-

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rettes or ashes, or any other articles which may cause fire or injury to persons handling their contents.

4.02 Do not place drinking glasses and other items on towel dispensers.

5. CHAIRS

5.01 When sitting on a chair, make certain that all chair legs rest firmly on the floor.

5.02 Do not sit on the arms of chairs.

5.03 Keep the floor area, near your chair, clear of objects.

5.04 When a chair is found to be insecure or broken, or to have a rough surface that is apt to cause a skin abrasion or to tear clothes, it shall not be used and should be tagged and reported immediately.

5.05 When sitting down, look to make sure the chair is where you think it is. Sit well back in the seat, keeping the back straight. Do not sit with one foot on the seat under the body.

5.06 When arising from a desk, do not push the chair back quickly. Place the chair under the desk when not in use.

5.07 Each chair should be adjusted to the person occupying it. Chairs not so adjusted can cause poor blood circulation which could result in a person falling when they get up to walk.

5.08 Chairs should be inspected periodically for broken rollers, nuts and bolts, supports, etc.

5.09 Sitting on the edge of a chair equipped with casters or sitting in a chair balanced on two legs are not safe practices.

6. DESKS, TABLES, CHAIRS, AND CABINETS

6.01 Drawers and doors shall not be left open.

6.02 Place objects on desks and tables so they will not fall or be easily displaced.

6.03 Exercise care by standing to the side, when opening desk drawers, in case they pull out and fall.

6.04 Exercise care when operating drawers to avoid pinching the fingers.

6.05 Clothes lockers, headset racks, and other equipment which may become overbalanced shall be secured in place.

6.06 Place materials in cabinets, so that when the doors are opened, the contents will not fall out.

6.07 Office furniture should be kept free of splinters, rough edges, loose and defective parts, etc.

6.08 Storage cabinets files and shelving must be bolted either to an adjacent cabinet, the floor or wall if there is a chance of tipping.

7. ELECTRICAL CORDS AND OUTLETS

7.01 Frayed electrical cords and broken plugs should be replaced immediately. Do not tape a broken plug or hold the pieces of a broken plug together to insert it in an outlet.

7.02 Place equipment near outlet to avoid having cords running across floors or aisles. If necessary to temporarily have a cord running across the floor, flag or guard the cord to avoid someone tripping over it.

7.03 All Data Processing Machines must have ground wire connections and be connected to compatible outlets. Do not alter plugs to eliminate the grounding connection. Portable electric equipment, which ***is not double insulated***, shall be equipped with a three-conductor cord and a plug with a grounding prong. Refer to Section 010-111-010.

7.04 Defective outlets should be repaired immediately. Prior to repair, such outlets should be taped or otherwise covered so they cannot be used.

7.05 Unused floor outlets which are flush with the floor must have protective covers in place at all times.

7.06 Raised floor outlets, whether used or unused, should have furniture or equipment located over or beside them.

7.07 Make sure circuit voltage and machine requirements are compatible.

8. OFFICE MACHINES AND EQUIPMENT

8.01 Office machines have hazards such as moving belts, rollers, gears, cams, wheels, etc. Nor-

mally guards are provided by the manufacturer as standard equipment. If not, they should be installed before the machine is placed in operation.

8.02 Electrically operated machines which are not double insulated shall be equipped with a three-conductor cord and a plug with a grounding prong. Do not modify plugs on such machines to connect them to an ungrounded circuit.

8.03 Do not attempt to clear a jam, make an adjustment, alter a malfunctioning part, etc, while the machine is in operation.

8.04 When two or more people are working at the same machine, each must constantly be aware of the position of each other person.

8.05 Do not remove protective guards, open protective hoods, or side doors, or remove side panels from machines while machines are in operation.

8.06 Make periodic maintenance checks of hinges and latches which hold protective guards and hoods. Ensure that side doors and panels are in place and in safe working condition.

8.07 Moving parts of some machines may be exposed when the machines are in operation. When operating or working around these machines, do not wear loose clothing or jewelry which could become entangled in the moving parts of the machines. Refer to Section 760-560-150.

9. FILING AND STORAGE

9.01 Proper filing space should be provided for cards and forms. Do not leave boxes in aisles, indiscriminately in office, in doorways, etc. Empty boxes should be removed from offices and file rooms immediately and placed in areas designated for them. Tops of cabinets shall not be used as storage space.

9.02 When stacking boxes, be sure each box is placed squarely on the box under it and that they do not tilt. Do not stack boxes over four high.

9.03 Sections of shelving should be bolted together and to a wall or other secure item. Refer to Section 770-120-030.

9.04 Do not over-reach in attempting to remove an item from a shelf. Use a ladder. Never stand on a box, a chair, or climb shelving in an attempt to remove an item from an upper shelf.

9.05 Use only Bell System specification ladders or commercial equivalent. All ladders must be insected periodically to assure they are in safe condition. Each ladder should have a designated place where it is to be placed when not in use. Refer to Section 065-104-301.

9.06 Each file room should have a light switch at the entrance. Upon entering, always switch on the lights. Never walk through a dark file room.

9.07 Filing cabinets should be bolted together, to a wall or the floor. If file cabinet is not bolted do not open more than one drawer at a time, particularly the top drawers the cabinet could tip forward. Place "caution-unbolted" on cabinet and report the condition.

9.08 Keep filing cabinet drawers closed when not in use.

9.09 When closing a file drawer, grasp the handle and push the drawer slowly and all the way in. Keep fingers away from the edges of the drawer.

9.10 Distribute media evenly throughout files. Avoid filling top drawers with lower drawers empty.

10. MISCELLANEOUS PRECAUTIONS

10.01 Each employee shall be familiar with the location of fire exits and extinguishers. They must also be familiar with the instructions governing fire extinguisher operations.

10.02 Do not use pins to hold papers, together use paper clips or staples.

10.03 Sharp or pointed objects such as knives, pins, pencils, scissors, or envelope openers shall not be left on the edge of a desk or in any other place where they may cause injury. They shall be carried in such a manner as to avoid accidents and used only for the purpose intended. Store with the points down.

10.04 Do not walk with a pen, pencil, etc, in the mouth.

10.05 Use care in handling paper to avoid cutting the hands, face, and other exposed skin areas, also the eyes with the edges.

10.06 Use care in loading or clearing jammed staplers to avoid pinching or punching the fingers or being struck by a staple ejected from the machine.

10.07 Wastebaskets shall not be used for disposing of sharp objects, glass, partly consumed cigars, cigarettes or pipe ashes, and other articles which are liable to start fire or cause injury to persons handling their contents. They should be disposed of in proper receptacles.

10.08 When carrying electric office machines from place to place, the cord shall be properly coiled.

10.09 Machines should be kept clean, oiled, and in good repair at all times. While much of this work is performed under maintenance contract, portions of it is the responsibility of the employees. When cleaning machines, use only approved cleaners. Carbon tetrachloride is not permitted.

11. ELEVATORS

11.01 ***Elevators should not be used in case of fire. Use the designated fire stairs.***

11.02 When preparing to enter an elevator stand back and to the side to permit passengers to get off. Wait until the last passenger has cleared the doors before entering the elevator. Observe that the elevator car is even with the floor. If it is slightly above or below floor level care must be taken to avoid tripping. Employees who are wearing a high or narrow heel shoe should step across the door tracks to avoid slips and falls.

11.03 Enter the car quickly and carefully, not hesitating by the doors and then face front. ***Smoking is not permitted in elevators.***

11.04 Courtesy is contagious, step aside to permit others to exit properly at their floors. When your floor is reached, permit the doors to open fully and exit quickly.

11.05 Holding the elevator doors open by hand or interferring with the operation of the car in any way is an unsafe act and should not be done. Doors are controlled safely by the use of selector buttons inside the car.

11.06 Automatic elevators are provided with a red switch and button marked "Emergency" which when operated causes the ringing of the alarm to summon assistance. In addition to the emergency alarm all automatic elevators shall be provided with a telephone.

11.07 Procedures to be observed by the occupant of the car in case of emergency shall be posted in each car.